



## IC MEMORANDUM 09-18

**TO: KEHP Insurance Coordinators (School Boards)**

**FROM: Department of Employee Insurance (DEI)**

**RE: Summer Transfer Employees - From Other School Districts**

**DATE: August 10, 2009**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

To prevent the cancellation of health insurance coverage or HRA accounts for employees who are transferring to your district from another school district, you must submit an **Update Form** transferring these employees to your district.

Although we have information that a member should be transferring, we need confirmation from your district that the transfer has occurred, i.e. the transfer is "official." If we do not receive the Update Form transferring them to your district by August 20, 2009 we will be forced to terminate the member's coverage on the date submitted by the previous district.

Upon receipt of the required Update Form, coverage will be reactivated but please be aware that the break in coverage may cause problems with the member's access to benefits and, as a result, may impact his/her ability to obtain necessary health care or prescriptions. Please note it may take up to 5 days to activate an HRA or FSA after it has been terminated.

For additional guidance on Summer Transfers and breaks in coverage refer to **IC MEMORANDUM 09-10**. This memo can be found on the KEHP website under "Insurance Coordinators (Information and Forms)."

**Please contact the Department of Employee Insurance with questions.**

|                               |                |
|-------------------------------|----------------|
| Enrollment Information Branch | (502) 564-1205 |
| Member Services Branch        | (888) 581-8834 |

KENTUCKY GROUP HEALTH  
INSURANCE BOARD:

TIMOTHY LONGMEYER, CHAIRMAN  
Personnel Cabinet

SHARON CLARK  
Kentucky Department of Insurance

RICHARD DAVENPORT  
Kentucky Education Support  
Professional Association

LAURIE DUDGEON  
Administrative Office of the Courts

JUDITH GAMBILL  
Kentucky Teachers Retirement System

BOBBY HENSON  
Kentucky Retirement Systems

TERRY HOLLIDAY  
Kentucky Department of Education

MARY LASSITER  
Office of State Budget Director

TOMMY LOVING  
Advisory Committee of State  
Health Insurance Subscribers

CRIT LUALLEN  
Auditor of Public Accounts

BRENT MCKIM  
Kentucky Education Association

JONATHAN MILLER  
Finance and Administration Cabinet

RONNIE O'NAN  
Kentucky Transportation Cabinet

